



**This packet may be submitted for the following:**

- Uses listed as Administrative in Table 16.21.030 MMC (Land Use Table)

## General Information

- A. A complete application is required at the time of submittal. Please answer all questions on the application clearly and completely.
- B. The City's application form must be used, however, the project narrative and answers to the criteria questions may be submitted on a separate sheet of paper.
- C. A Notice of Complete Application or Notice of Incomplete Application will be issued within twenty-eight (28) days of submittal.

## Requirements

### I. APPLICATION

- A. The following documents are required at the time of submittal, unless otherwise indicated. While final construction drawings are not required for an administrative special use permit application, all submitted plans, elevations, etc. must be of sufficient detail to clearly show the nature and extent of the proposal and its relationship to other site or project features. A complete application will include:
  1. Completed Administrative Special Use Checklist, Administrative Special Use Permit Application and Declaration of Agency form
  2. Proof of ownership (copy of deed)
  3. Site Plan with the following:
    - a. Scale and north arrow
    - b. Property lines including corner stakes
    - c. Lot dimensions
    - d. Proposed location of new structure(s) or addition(s)
    - e. Dimensions of existing and new structures
    - f. Setback dimensions from property lines
    - g. All public/private roads
    - h. All easements
    - i. All other structures on the property
    - j. Significant natural features
    - k. Structural calculations, including maximum structural coverage and impervious surface
    - l. Approximate location of structures on abutting properties with distances delineated
  4. A set of drawings that contain the following:
    - a. Schematic building plans and elevations
    - b. Building height with site sections
    - c. Topography at 5' contour intervals
    - d. Proposed landscaping and existing vegetation and trees
    - e. Area of future development (if any)

- f. Other site or public improvements/information (if any)
- B. State Environmental Policy Act (SEPA) checklist for non-residential uses
- C. A word document formatted to Avery address labels containing the names of property owners and their mailing addresses for all properties within 300 feet or three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. See mailing labels information bulletin for further information.
  - 1. Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
- D. Any other perspective drawings, renderings, studies, or information the applicant feels is relevant to support the conditional/special use request.

## Procedure

### II. SPECIAL USE PROCESS

- A. Please submit the items listed above and any other information which may be required by the City at the time the application is filed.
- B. **MODIFICATIONS: Changes to an application that has already been submitted and noticed to surrounding property owners may trigger the application to be re-noticed.**
- C. Following receipt of the special use application, the City will review the application for completeness and either issue a Notice of Application which includes a public commenting period outlined in MMC 20.80.110(B)(7) or a Notice of Incomplete Application, listing the additional required documentation. Any comments that are received by the public will be forwarded to the applicant for response.
- D. A staff report of the findings and decision shall be issued that includes: 1) A statement granting, granting with conditions, or denying the administrative special use permit 2) A statement of the required findings and 3) A statement advising the applicant of the right to appeal the Director or Designee's decision to the Hearing Examiner within fourteen (14) days of the decision being issued. The decision and findings shall be mailed to the applicant and to all parties of record.

### III. CRITERIA FOR APPROVAL

- A. Before an administrative special use permit may be granted, the Director or Designee shall find that all of the following conditions exist:
  - 1. The use is compatible with and meets the spirit of the comprehensive plan; and
  - 2. The use is designed to minimize detrimental effects on neighboring properties; and
  - 3. The use satisfies all requirements specified for the use; and
  - 4. The use complies with all applicable zoning and development standards and requirements; and

5. The use will have no materially detrimental effects on neighboring properties due to excessive noise, lighting, off-site traffic generation, or other interferences with the peaceful use and possession of said neighboring properties.
- B. CONDITIONS: The Director or Designee may attach reasonable conditions as necessary to safeguard the public health, general welfare and safety.

#### **IV. APPEALS**

- A. Appeals shall be in writing to the Hearing Examiner, including specific objections with the Director or Designee's decision or findings. Appeals may be submitted by the applicant or by a person adversely affected by the decision. Appeals must be filed with the City Clerk within fourteen (14) days of the issuance of the decision and findings. Appeals shall be heard by the Hearing Examiner at an open record hearing. Notice of hearing shall be given as outlined in MMC 16.80.120. Notice shall also be given to all persons who submitted comments to the Director or Designee.
- B. The decision of the Hearing Examiner will be issued to City staff ten (10) working days from the public hearing. The decision is effective upon the date of decision. Notices of Decision will be mailed to applicants and other interested parties as soon as possible.

#### **V. EXPIRATION**

- A. An approved administrative special use permit shall expire after one year from the later date of the decision being issued or an appeal becoming final unless a complete building permit application is submitted; and
- B. Expiration of the administrative special use permit is automatic, and notice is not required; and
- C. The Director may grant a single six-month extension if the applicant makes such a request in writing prior to the expiration date and can show good cause for granting the extension.



DEVELOPMENT SERVICES

# ADMINISTRATIVE SPECIAL USE CHECKLIST

501 EVERGREEN POINT ROAD MEDINA, WA 98039  
PHONE: 425-233-6414/6400

This checklist contains the minimum submission requirements for an administrative special use permit that are due at the time of submittal. Please note that not all items listed may apply to your submittal.

## COMPLETE APPLICATION

<input type="checkbox"/>	Administrative Special Use Checklist
<input type="checkbox"/>	Administrative Special Use Application: <input type="checkbox"/> Application form <input type="checkbox"/> Signature of applicant/agent <input type="checkbox"/> All questions answered in full
<input type="checkbox"/>	Declaration of Agency form
<input type="checkbox"/>	Proof of Ownership (copy of deed)
<input type="checkbox"/>	Site Plan with required information
<input type="checkbox"/>	Building plans, elevations, and/or sections
<input type="checkbox"/>	Documentation of Original Grade (if applicable)
<input type="checkbox"/>	State Environmental Policy Act (SEPA) Checklist for non-residential uses (if applicable)
<input type="checkbox"/>	Mailing labels – Word doc formatted to Avery address labels <input type="checkbox"/> Mailing labels containing the names of property owners and their mailing addresses for all properties within 300 feet <b>or</b> three (3) parcels depth, whichever distance is greater but not to exceed 1,000 feet. <input type="checkbox"/> Vicinity map showing the site with the 300' or three (3) parcels depth minimum buffer of property owners who will be notified of the application.
<input type="checkbox"/>	Perspective drawings, renderings, or additional supporting information (if applicable)



DEVELOPMENT SERVICES

ADMINISTRATIVE SPECIAL USE PERMIT APPLICATION

501 EVERGREEN POINT ROAD MEDINA, WA 98039
PHONE: 425-233-6414/6400

Complete this form for the following:

- Uses listed as Administrative in Table 16.21.030 MMC (Land Use Table)

General Information

Owner Name:
Property Address:
Legal Description: Tax Parcel Number:

Agent / Primary contact

Name: Email:
Contact Phone: Alternative Phone:
Mailing Address: City: State: Zip:

Property Information

Lot Size: Critical area(s) located on the property (Ch. 16.50 MMC)?
Zoning District:
Check all applicable boxes: Tennis Court, Basketball Court, Swimming Pool, Hot tub/Spa unless exempt per 16.34.040(B)MMC, Other

List known variances or special/conditional use permits previously approved for this property:

Please describe any known nonconforming conditions:

Please provide a complete description of the proposed project (attach additional pages if necessary):

## Approval Criteria

The following is the approval criteria for an administrative special use permit. Please respond to each item by providing as much detailed information as possible to support your request. Attach additional pages if necessary.

1. The use is compatible with and meets the spirit of the comprehensive plan:

2. The use is designed to minimize detrimental effects on neighboring properties:

3. The use satisfies all requirements specified for the use:

**Approval Criteria (continued)**

**4. The use complies with all applicable zoning and development standards and requirements:**

**5. The use will have no materially detrimental effects on neighboring properties due to excessive noise, lighting, off-site traffic generation, or other interferences with the peaceful use and possession of said neighboring properties:**

I certify under the penalty of perjury that I am the owner of the above property or the duly authorized agent of the owner(s) acting on behalf of the owner(s) and that all information furnished in support of this application is true and correct.

Signature \_\_\_\_\_ Owner  Agent  Date \_\_\_\_\_

Signature \_\_\_\_\_ Owner  Agent  Date \_\_\_\_\_